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Human Resources News

Human Resources

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8-24-2021

## Human Resources News

Georgia Southern University

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# THE HR CONNECTION

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## Maintaining Your Personal Information

The start of the new academic year is always a great time to make sure your personal details are up to date in OneUSG. Have you moved to a new address? Got a new cell phone number? Marital status change? Keeping your personal information up to date in OneUSG is an important part of making sure we can support you throughout your employment at Georgia Southern. With open enrollment just around the corner, you want to ensure you receive all information related to it at your home address. Also, if you experience an emergency while at work, being able to contact your designated emergency contact is critical in providing you the support you need! Log into OneUSG Connect and select Employee Self Service. Your home address, phone number and emergency contact is located under the Personal Details tab.



Addresses
Campus Address
Contact Details
Name
Ethnic Groups
Emergency Contacts
Additional Information
Disability
Veteran Status

This is also a good time of year to make certain your beneficiaries for your retirement account and life insurance are up to date. You can update this information for your Basic Life Insurance through your OneUSG Benefits portal. To update the information with your retirement plan, contact your retirement vendor.

# TICKETS AT WORK PROGRAM

*Access your Employee Perks!*

Georgia Southern University has access to TicketsatWork, the leading Employee Perks & Discount program in the Nation! Whether you're taking a trip, planning a staycation, or having fun at home with family and friends, TicketsatWork has something for everyone! It's free and simple to enroll. Just click [HERE](#) and use our company code GEORGIASU to start saving on:

- Work From Home Essentials
- Streaming Services: Disney+, Showtime and more
- Attractions, Shows, Sporting Events, and Concerts
- Hotels and rental cars
- Sam's Club Memberships - over 40% off
- Education & Enrichment: Language Learning, Audiobooks and more
- Health & Wellness
- Home Office: Electronics, Laptops and more
- Insurance, Home Security and Protection Services
- Food & Wine
- Online Shopping: Walmart, Walgreens, Macy's
- Financial Services
- Pet Supplies
- Entertainment
- And so much more!



## Join Our GS Employee Wellness Google Group!

This group is used to share well-being information with faculty and staff members of the university!

To join the google group click [HERE](#)



## Wellness Tip of The Month



Start your day with a glass of water! Hydrating first thing in the morning helps to aid in digestion, enhance skin health, and boost energy!



## Recipe of The Month

### Caprese Salad Skewers

- 10 oz Grape Tomatoes
- 5 slices of Bacon (cooked; each cut into 6 pieces)
- ½ oz Fresh Basil
- Toothpicks
- ¼ cup Basil Pesto
- 2 tbsp Olive Oil
- Black Pepper

Find the whole recipe [HERE](#)

## Ways to Earn this month

- Vaccine Credit (\$10)
  - Record your COVID-19 vaccination shot completion to receive a reward. Submit proof into your Virgin Pulse account to receive credit.



- The U.S. National Parks Virtual Challenge (\$20)
  - Get motivated by joining the upcoming U.S. National Parks Virtual Challenge. Team up with colleagues and embark on a virtual journey to some of the most beautiful wilderness areas in the United States. - Starts August 16th

New to USG Well-Being? Click [HERE](#) to learn about how you can earn your \$100 credit!

## Upcoming USG Well-Being Events

### 08/17/2021

- Think Before you Drink: Alcohol Awareness @ 11:30 AM
- Simple Steps to Improve Financial Health @ 3 PM

### 08/18/2021

- First Time Home Buying @ 12 PM
- Retirement Income @ 1 PM
- Coping with Change @ 2 PM

### 08/24/2021

- Transitioning from your Role into Parental Leave @ 12 PM
- Life as a Home Owner @ 12 PM

### 08/25/2021

- Healthy Mind Toolkit: Boosting your Mental Health @ 11 AM
- Cash Management @ 4 PM

### 08/30/2021

- MONEY MONDAY: Evaluating your Retirement Income Options @ 12 PM

### 08/31/2021

- The Keys to Preventing Diabetes @ 12:30 PM

### 09/1/2021

- Managing Stress @ 12 PM

### 09/7/2021

- WELL-BEING WEDNESDAY: Hypertension Management @ 11 PM
- Emotional Well-Being @ 12 PM

### 09/9/2021

- Invest Confidently in your Future @ 12 PM

More events and registration links can be found [HERE](#).



# Tips For Recruiting Staff, Student, and Temporary Employees

- A Job Opening Request form must be submitted to Human Resources to begin the hiring process. This form is only accessible when using your MyGeorgiaSouthern credentials.
- Use the most up to date forms for recruitment by referencing the checklists in your most recent MyHelp ticket and the Activity & Attachments tab of your job opening in Careers.
- Questions or edits after reviewing job openings/offers? Utilize the Push Back button in Careers, selecting Decline will result in a full restart of the approval process and should only be used to halt the recruitment process.



## HR Operations Staff in New Roles



**Yolanda  
Hernandez**

Yolanda Hernandez began at Georgia Southern University in 2016 as a Student Employment Coordinator and moved into the role HR Service Center Manager in January 2021. With her past experience in recruitment and customer service, she transitioned into the role of Talent Acquisition Manager for Staff, Temporary, and Student recruitment in August 2021. Yolanda holds a BBA in Business Management from Brewton-Parker College and is local to Vidalia, GA.

Yolanda is eager to returning to recruiting and is looking forward to organizing more university community events. She is especially excited about the prospect of the university community returning to an in-person format.

Rosalind Calles has been working in Human Resources (HR) since 1990. Her journey started in Silicon Valley, San Francisco, CA. She has worked her way up to a HR Manager from an Associate and has enjoyed every step in her career. Rosalind loves that in HR no two days are the same and you must always be flexible.

Rosalind loves helping people personally and professionally. She believes that to work in Human Resources, you must have a service to others attitude in your DNA. She is excited to bring this mindset into her new role as the Service Center Manager.

In her spare time she is with her family, especially her two year-old granddaughter.

**Rosalind  
Calles**





## TRS Macon Satellite Office Opening

To better serve our members throughout Georgia, the Teachers Retirement System of Georgia is pleased to announce the opening of a satellite office in Macon, Georgia. The Macon office is currently open on a limited basis and by appointment only. TRS members may schedule a virtual or in-person pre-retirement counseling appointment by logging into their account at [www.TRSGA.com](http://www.TRSGA.com). The Atlanta office continues to be open from Monday to Friday and is also available for virtual or in-person pre-retirement counseling sessions by appointment only. Additional information on the Macon office is located below.

Teachers Retirement System of Georgia  
Macon Satellite Office  
2007 Riverside Drive, Suite C, Macon, GA 31204

Tuesday – Friday, 8:00 AM – 4:30 PM

## Face Coverings Available for Employees & Students at the following locations:



- Human Resources (Statesboro and Armstrong)
- Card Services (Statesboro and Armstrong)
- Dean of Students Office (Armstrong)
- Russell Union (Statesboro)
- Lane Library & Henderson Library
- Liberty Campus Information Desk

## SPRING 2022 TAP DEADLINE SET FOR NOV. 15, 2021

**ALL TAP APPLICATIONS DUE  
NOVEMBER 15, 2021 BY 5PM!**

Please click [HERE](#) for your TAP application and more information.





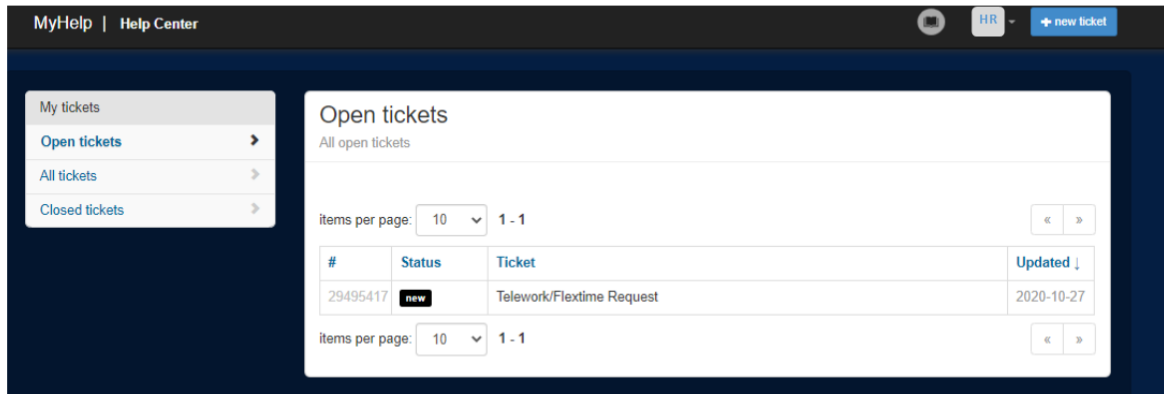
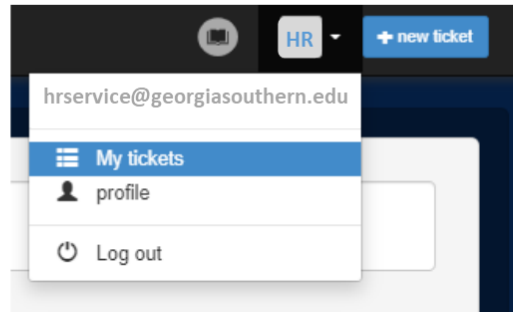
# Need help finding your MyHelp tickets?

*Using the below steps allows you to locate current tickets and updates, saving you the need to create a new ticket!*

- Navigate to [myhelp.georgiasouthern.edu](http://myhelp.georgiasouthern.edu).
- Select **Login in with Google**.
- Select the small profile icon in the top right corner.
- Select **My Tickets**.

Here you will see tabs for:

- ⇒ **Open tickets** (current items)
- ⇒ **All Tickets** (closed & open)
- ⇒ **Closed Tickets** (resolved items)



## Tickets, Please!

Just a friendly reminder:

Please use the MyHelp ticketing system to contact Human Resources. This will allow us to make sure the correct person helps you, that your question is addressed in a timely manner, and so you and HR can track the progress of your request.

SECTION  
GA

ROW  
GA

TICKET  
835

ADV: \$25.00  
Day Of: \$28.00